



PERSONNEL POLICIES AND PROCEDURES

Subject: **COMPUTER AND TECHNOLOGY SYSTEMS
SECURITY POLICY**

Effective: 2/5/98

Number: 1.11

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I. POLICY STATEMENT

It is the policy of the City of Long Beach to make every effort to provide employees and contractors with the best technology available to conduct the City's official business. In this regard, the City has installed hardware such as personal computers and advanced technology systems including electronic mail (e-mail), local area networks (LAN), and the Internet.

II. PROCEDURES

A. Application

All current City employees and contractors (hereafter "covered individuals") who have access to the City's personal computers and technology systems and who work in departments and offices directly responsible to the City Manager are covered by this Personnel Policy and Procedure (hereafter "policy").

B. Conditions of Employment/Service

The following conditions of employment/service apply to all covered individuals in their use of computers and other City technology:

1. All City personal computers and technology systems are formal communication tools. They must be used only for City business-related purposes, and in a professional and courteous manner.
2. All data, including any that is stored or printed as a document, is subject to audit and review. *There is no expectation of personal privacy. Personal computers and technology systems are the sole and exclusive property of the City of Long Beach and may be monitored when the City deems it necessary to do so.*
3. Covered individuals are strictly accountable for the use of their personal password as it provides an audit trail for system activity.

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C. Restricted Activities

1. Hardware or software, which is requested by a user department, may only be installed, changed, removed or added by authorized personnel. Loading of personal computer software, or non-City software, must be approved in advance by authorized personnel.
2. Data that discloses sensitive, personal, confidential or proprietary information should not be sent, provided or accessed without appropriate authorization.
3. Covered individuals shall not attempt to decode system or user passwords; read, delete, copy or modify data without appropriate authorization; attempt to gain unauthorized access to any City equipment, personal computers or technology system; or load game software.
4. Covered individuals shall not engage in personal business, commercial activities, bargaining unit activities, or political activities outside their job scope without written authorization.
5. It is improper to use City technology to transmit defamatory, obscene, unprofessional, threatening, offensive or harassing messages, and chain letters, or to engage in illegal activities.

D. Violation of Policy

Covered individuals who violate this policy may have their network access and related privileges revoked or suspended, and may be subject to disciplinary action, up to and including termination. Violations of local, state and federal laws carry additional penalties.

E. Notification

1. All covered individuals shall receive a copy of the Computer and Technology Systems Security Policy Statement and Conditions of Employment/Service (hereafter "document") located in the appendix.
2. Newly hired covered individuals shall be given this document during the orientation process.

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3. All covered individuals are directed to acknowledge receipt of this policy by signing the document indicating they have received, read, understand and will abide by its provisions. If a covered individual declines to sign, a witness shall make a notation that they have received the information.
4. The original document shall be placed in the personnel file and a copy shall be given to employee, or attached to a contractor's service agreement.

F. Responsibilities and Guidelines

1. Covered employees are responsible for complying with this policy.
2. Managers and supervisors are responsible for enforcing the policy.
3. The Technology Services Department is responsible for providing assistance in administering the policy.

III. DEFINITIONS

- A. "Personal Computer" - means an electronic machine that performs rapid calculations and processes text, affords access to stored information, and can be used to send and receive electronic mail.
- B. "Electronic Mail" - means messages typed into a personal computer and sent, as by telephone line, to a receiving personal computer. This refers to both mail on the City's electronic network and on the Internet.
- C. "Local Area Networks" - means a group of personal computers connected together (or "networked") to allow them to exchange information and services.
- D. "Internet" - means an international collection of networks linked together to provide for the exchange of information and services.
- E. "Contractor" - means a person who contracts to supply certain materials or do certain work for a stipulated sum for the City; not a City employee.

IV. REFERENCES

Administrative Regulation 8-17

V. APPENDICES/FORMS

Computer and Technology Systems Security Policy Statement and Conditions of Employment/Service

City of Long Beach
Department of Human Resources and Affirmative Action

**Computer and Technology Systems Security Policy Statement
and Conditions of Employment/Service**

(Administrative Regulation 8-17/ Personnel Policy 1.11)

It is the policy of the City of Long Beach to make every effort to provide employees and contractors with the best technology available to conduct the City's official business. In this regard, the City has installed hardware such as personal computers and advanced technology systems including electronic mail (e-mail), local area networks (LAN), and the Internet. This policy was created to advise all employees and contractors regarding access to and disclosure of information created, transmitted, received and stored via the above-mentioned systems, and to ensure proper use of these resources.

It is a condition of employment/service that all current employees and contractors (hereafter "covered individuals") comply with the following Conditions of Employment/Service:

1. All City personal computers and technology systems are formal communication tools. They should be used for City business-related purposes in a professional and courteous manner.
2. All data, including any that is stored or printed as a document, is subject to audit and review. *There is no expectation of personal privacy. The personal computers and technology systems are the sole and exclusive property of the City of Long Beach and may be monitored when the City deems it necessary to do so.*
3. Covered individuals are strictly accountable for the use of their personal password as it provides an audit trail for system activity.

Restricted Activities:

1. Hardware or software, which is requested by a user department, may only be installed, changed, removed or added by authorized personnel. Loading of personal computer software, or non-City software, must be approved in advance by authorized personnel.
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4. Covered individuals shall not engage in personal business, commercial activities, bargaining unit activities, or political activities outside their job scope without written authorization.
5. It is improper to use City technology to transmit defamatory, obscene, unprofessional, threatening, offensive or harassing messages, and chain letters, or to engage in illegal activities.

My signature on this document indicates I have received and read the Computer and Technology Systems Security Policy Statement and Conditions of Employment/Service and that I will abide by this policy and conditions of employment. Any attempt to violate the intent or provisions of this policy may result in revocation or suspension of network access and related privileges, and appropriate disciplinary action.

Employee Name (printed)

Signature

Date